



# CHILD & YOUTH PROGRAM LEADER

## Announcement # IH-10-022

**Salary: \$16.33 - \$21.22 PH    Series/Grade: CY-1702-05**

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

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**LOCATION: YOUTH CENTER – INDIAN HEAD MD**

**OPENED: 13 Sept 2010**

**CLOSES: Until Filled**

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**AREA OF CONSIDERATION: ALL SOURCES**

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**FULL-TIME SCHEDULE = 35- 40 HOURS PER WEEK, BENEFITS OFFERED**

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**TO APPLY:** Download forms on <https://www.cnic.navy.mil/ndw/Jobs/OpenPositions/index.htm>  
Submit required forms OF-612 AND OF-306 to: Fleet and Family Readiness Program, Attn: HR Office, 47402 Buse Road - Bldg. 467, Patuxent River, MD 20670. *A résumé may be included with the required forms, but NOT in place the OF-612 and OF-306.* Direct inquiries to: 301-342-3603.

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**Must submit High School Diploma (or equivalent documentation) AND higher level degree, if applicable with your application packets for these positions.**

### **DUTIES AND RESPONSIBILITIES:**

Provide appropriate specialized developmental care for children age 6 weeks and older. Provide guidance, assistance and mentoring to Child & Youth Program Assistants. Assist Training & Curriculum (T&C) Specialist in helping Program Assistants translate professional training into practice. Work with senior employees to provide instruction and training to lower level employees. Assist employees in completing Standardize Module Training. Plan activities based on participants observed needs. Work with T&C, supervisor and Program Assistants to implement activities and social events that meet the social, physical, emotional and cognitive needs of children and youth. Interact with children using approved child guidance development techniques. Provide care and supervision, oversight and accountability for program participants in compliance with policy, guidance and standards. Participates in conferences with parents and employees. Plan and conduct activities for parents to encourage involvement. Collect, maintain and report program participation data. Performs other related duties as assigned.

### **QUALIFICATIONS:**

Must be at least 18 years of age with a high school diploma or equivalent AND one of the following: A Child Development Associate (CDA) credential or Military School Age (MSA) credential and completion of one year at the CY Program Assistant/Base Level 4 displaying knowledge of and competency in developmentally appropriate programming for children and youth. **OR** A minimum of a 2 year degree in Early Childhood Education (ECE), Child Development or related field of study. Knowledge of developmentally appropriate programs for children age 6 weeks to 18 years of age. Demonstrate skills to provide leadership, mentoring and guidance to Child Youth Program. Ability to complete all required training in specific time frame. Speak, read and write English and possess strong interpersonal skills. Ability to favorably pass pre-employment physical, provide evidence of immunization and be free of communicable disease. Ability to obtain food handler's card. Considerable walking, standing, bending, stooping, and lifting of up to 40 pounds. Satisfactorily complete all background checks IAW PL 101-647 to include NACI. Must be able to gain access to base computer system if necessary.

**Visit our web site:**

**<https://www.cnic.navy.mil/ndw/Jobs/OpenPositions/index.htm>**

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## **QUALIFICATIONS:**

High School graduate or equivalent AND 2 years of administrative experience. Must have cash handling experience. Knowledge of administrative support functions. Knowledge of general office automation software in order to accomplish various work assignments. Ability to operate a computerized data base. Working knowledge of computer keyboard and Child and Youth Management System or equivalent data base system. Ability to maintain accurate reports and records. Knowledge of military CDC, CDH, SAC, YP, R&R and USDA Food Programs. Experience working with military families preferred. Strong interpersonal skills. Must be able to pass a pre-employment physical to include being able to provide evidence of immunizations. Must be able to pass a background investigation that includes a National Agency Check with Written Records (NACI). Must be able to gain access to base computer system if necessary.

**Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not sited on your resume/application you will be disqualified**

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

***As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.***

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

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